17th Training Wing

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Train and deploy the world's foremost combat ready Intelligence, Fire Protection, and Special Instruments Soldiers, Marines, Sailors, and Airmen that will be persuasive in peace, decisive in war, and preeminent in any form of combat

Contract

Closeout

U.S. AIR FORCE

Integrity - Service - Excellence

Contract Closeout

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- **Overview**
  - Guidance
  - Timelines
  - Forms
  - Procedures
  - Staging
  - PD Overview
  - Conclusion

Contract Closeout

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Guidance

- FAR Part 4.804
- DFARS Part 204.804
- DFARS Part 204.805
- AFMAN 37-139, Table 64-1
- AFSPC 64-4 Checklist Item: 8.79

Contract Closeout

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- **Timelines**
  - **Contracts using SAP** - Considered closed when the CO receives evidence of receipt of property and final payment.
  - **Firm-fixed-price contracts - other than those using SAP** - Should be closed within 6 months after the date on which the CO receives evidence of physical completion.
  - **Contracts requiring settlement of indirect cost rates** - Should be closed within 36 months of the month in which the CO receives evidence of physical completion.
  - **All other contracts** - Should be closed within 20 months of the month in which the CO receives evidence of physical completion.

Contract Closeout

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- **Forms**
  - DD 254 — Contract Security Classification Specification, DoD
  - DD 1593 — Contract Administration Completion Record
  - DD1594 — Contract Completion Statement
  - DD1597 — Contract Closeout Check-List

Contract Closeout

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- **Procedures**
  - Disposition of Classified material
  - Final patent report is cleared
  - Final royalty report is cleared
  - There is no outstanding value engineering change proposal
  - Paint clearance report is received
  - Property clearance is received

Contract Closeout

- **Procedures (Cont.)**
  - All interim or disallowed costs are settled
  - Subcontracts are settled by the prime contractor
  - Prior year indirect cost rates are settled
  - Termination docket is completed
  - Contract audit is completed
  - Contractor’s final invoice has been submitted
  - Contract funds review is completed and excess funds
    deobligated

Contract Closeout

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- **Procedures (Cont.)**
  - When checklist has been verified
    - Contracting Officer shall:
      - Ensure that a contract completion statement is prepared with the following information:
        - Contracting office/address
        - Contract number
        - Last modification number
        - Last call/order number
        - Contractor name/address

Contract Closeout

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- **Procedures (Cont.)**
  - »Dollar amount of excess funds, if any
  - »Voucher number and date, if final payment has been made
  - »Invoice number and date (If status of payment is unknown)
  - »Statement that all required contract administration actions have been fully accomplished
  - »Name and signature of the Contracting Officer
  - »Date

Contract Closeout

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- **Staging**

Document	*Retention Period*
Contract Disputes Act actions	**1 year**
Contracts <u>over</u> SAT other than Construction	**6 years, 3 months**
Contracts <u>under</u> SAT other than Construction	**3 years**
Construction contracts above $2,000.00	**6 years, 3 months**
Construction contracts $2,000.00 or less	**3 years**
Cancelled solicitations	**5 years after cancellation**

Contract Closeout

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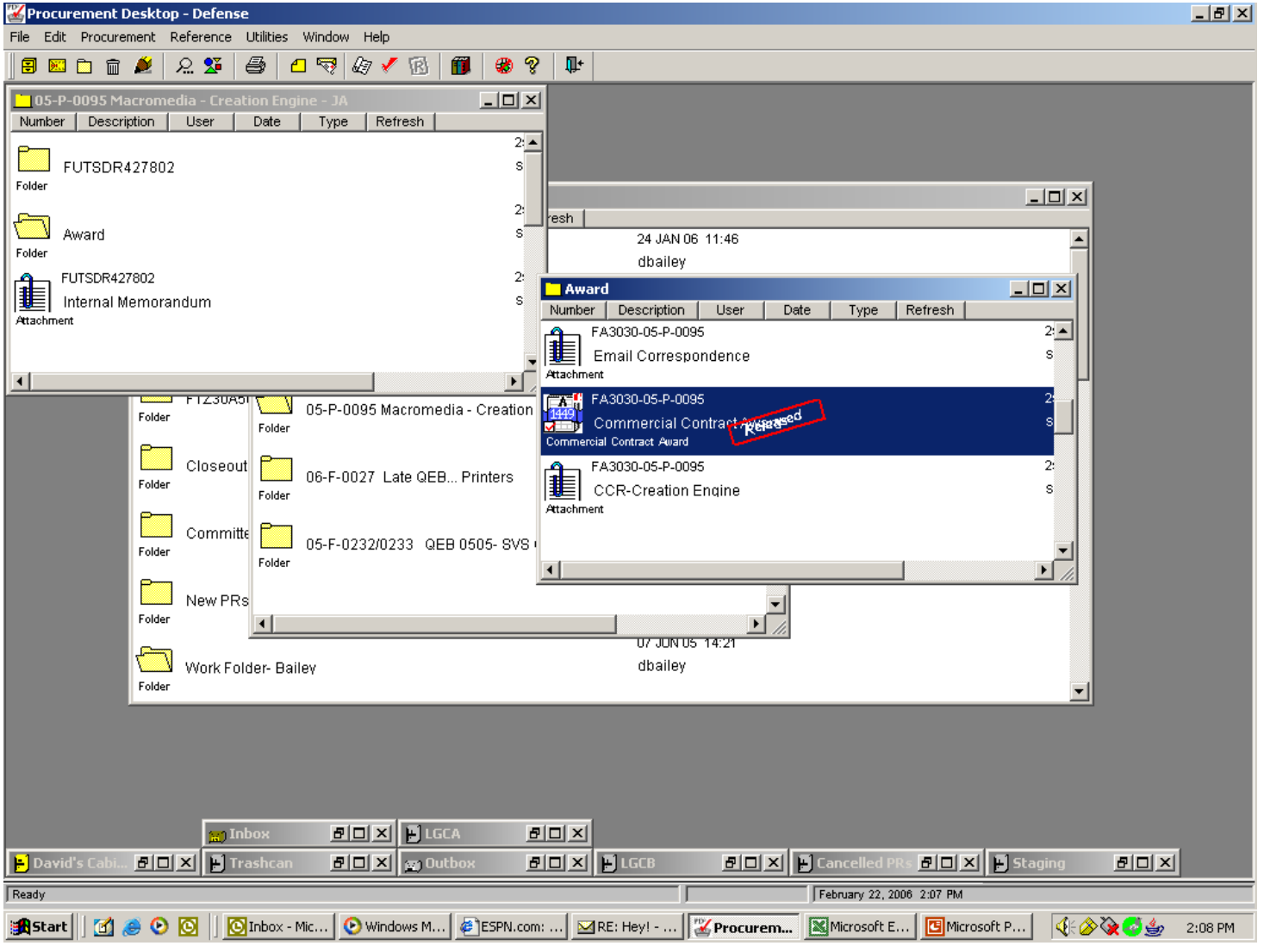
- **PD Overview**



Contract Closeout

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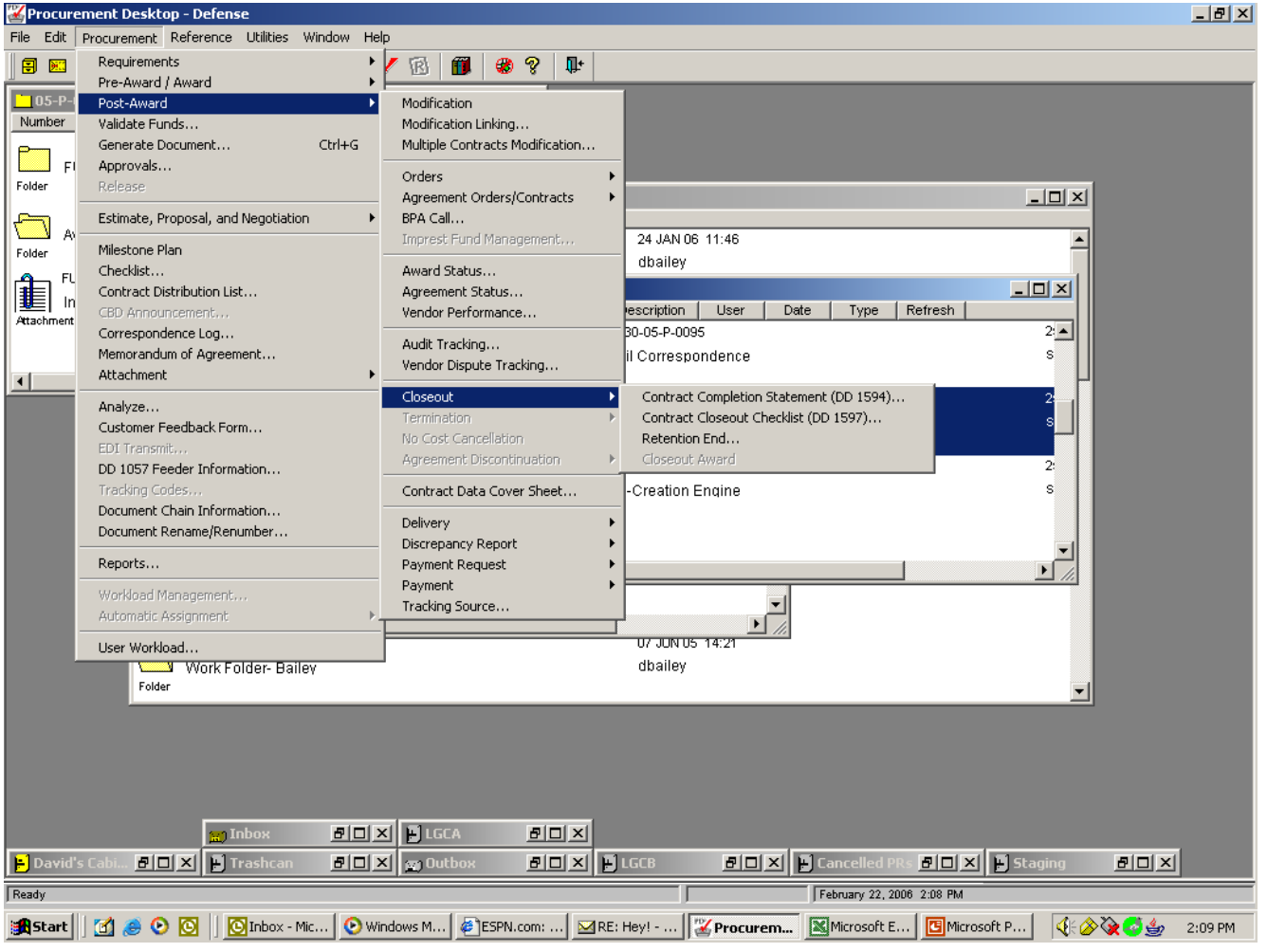

Contract Closeout

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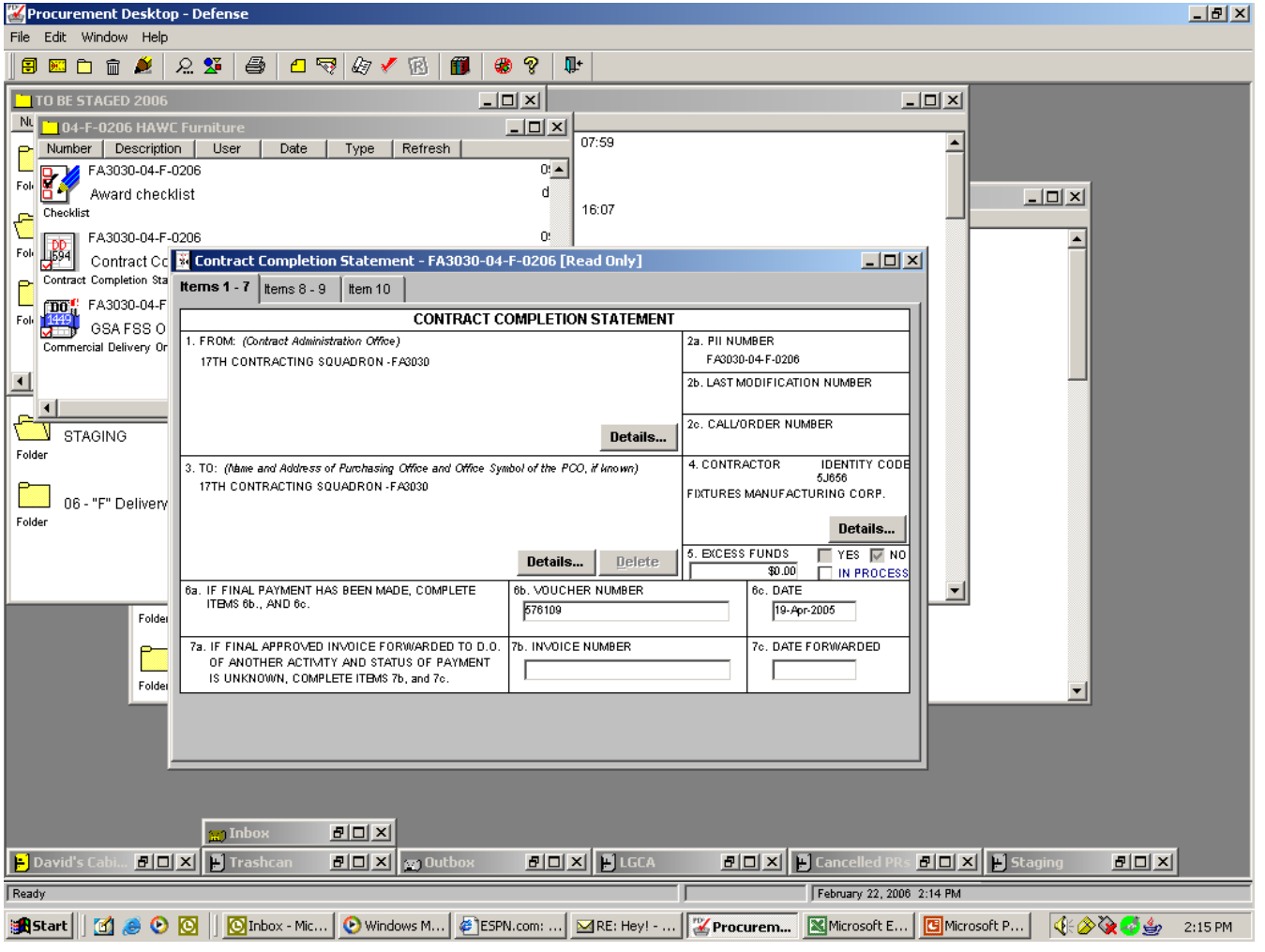

Contract Closeout

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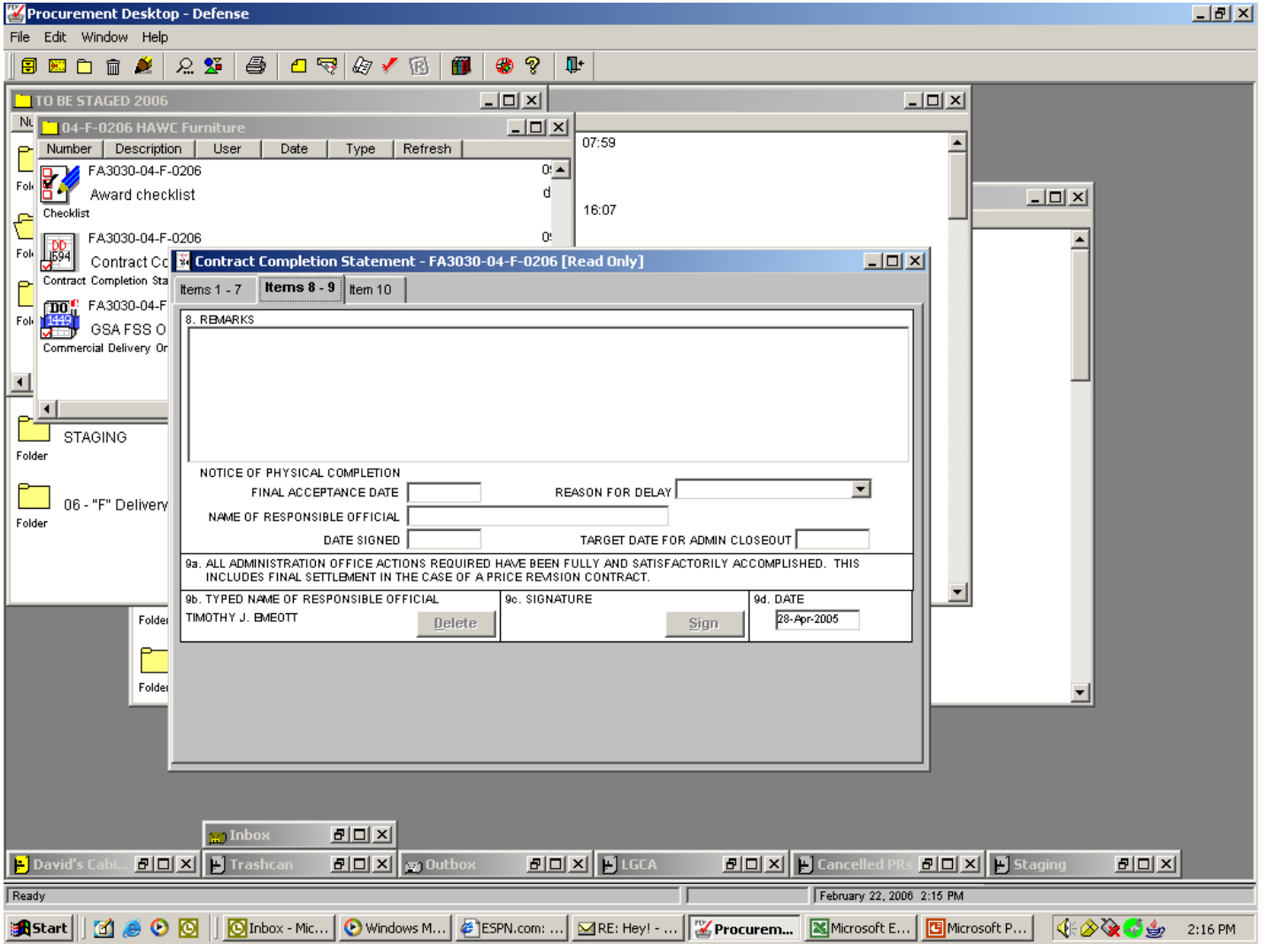

Contract Closeout

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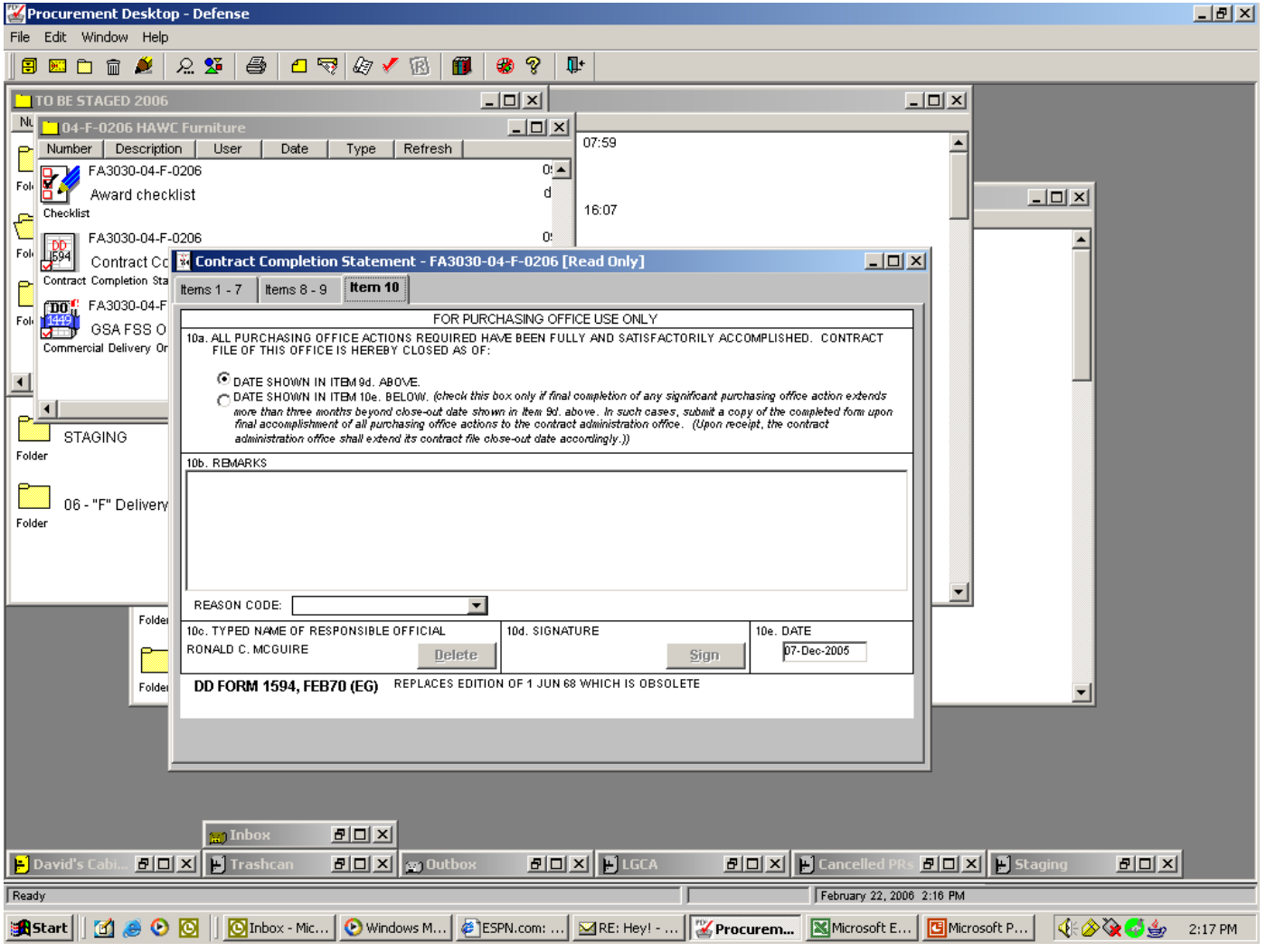
Procurement Desktop - Defense
File Edit Window Help
TO BE STAGED 2006
04-F-0206 HAWC Furniture
Number Description User Date Type Refresh
FA3030-04-F-0206
Award checklist
Checklist
Contract Completion Statement - FA3030-04-F-0206 [Read Only]
Items 1 - 7 Items 8 - 9 Item 10
FOR PURCHASING OFFICE USE ONLY
10a. ALL PURCHASING OFFICE ACTIONS REQUIRED HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED. CONTRACT FILE OF THIS OFFICE IS HEREBY CLOSED AS OF:
DATE SHOWN IN ITEM 9d. ABOVE.
DATE SHOWN IN ITEM 10e. BELOW. (check this box only if final completion of any significant purchasing office action extends more than three months beyond close-out date shown in Item 9d. above. In such cases, submit a copy of the completed form upon final accomplishment of all purchasing office actions to the contract administration office. (Upon receipt, the contract administration office shall extend its contract file close-out date accordingly.))
10b. REMARKS
REASON CODE:
10c. TYPED NAME OF RESPONSIBLE OFFICIAL
RONALD C. MCGUIRE
Delete
10d. SIGNATURE
Sign
10e. DATE
07-Dec-2005
DD FORM 1594, FEB70 (EG) REPLACES EDITION OF 1 JUN 68 WHICH IS OBSOLETE
07:59
16:07
STAGING
Folder
06 - "F" Delivery
Folder
Inbox
David's Cabi...
Trashcan
Outbox
LGCA
Cancelled PRs
Staging
Ready
February 22, 2006 2:16 PM
Start
Inbox - Mic...
Windows M...
ESPN.com: ...
RE: Hey! - ...
Procurem...
Microsoft E...
Microsoft P...
2:17 PM

Contract Closeout

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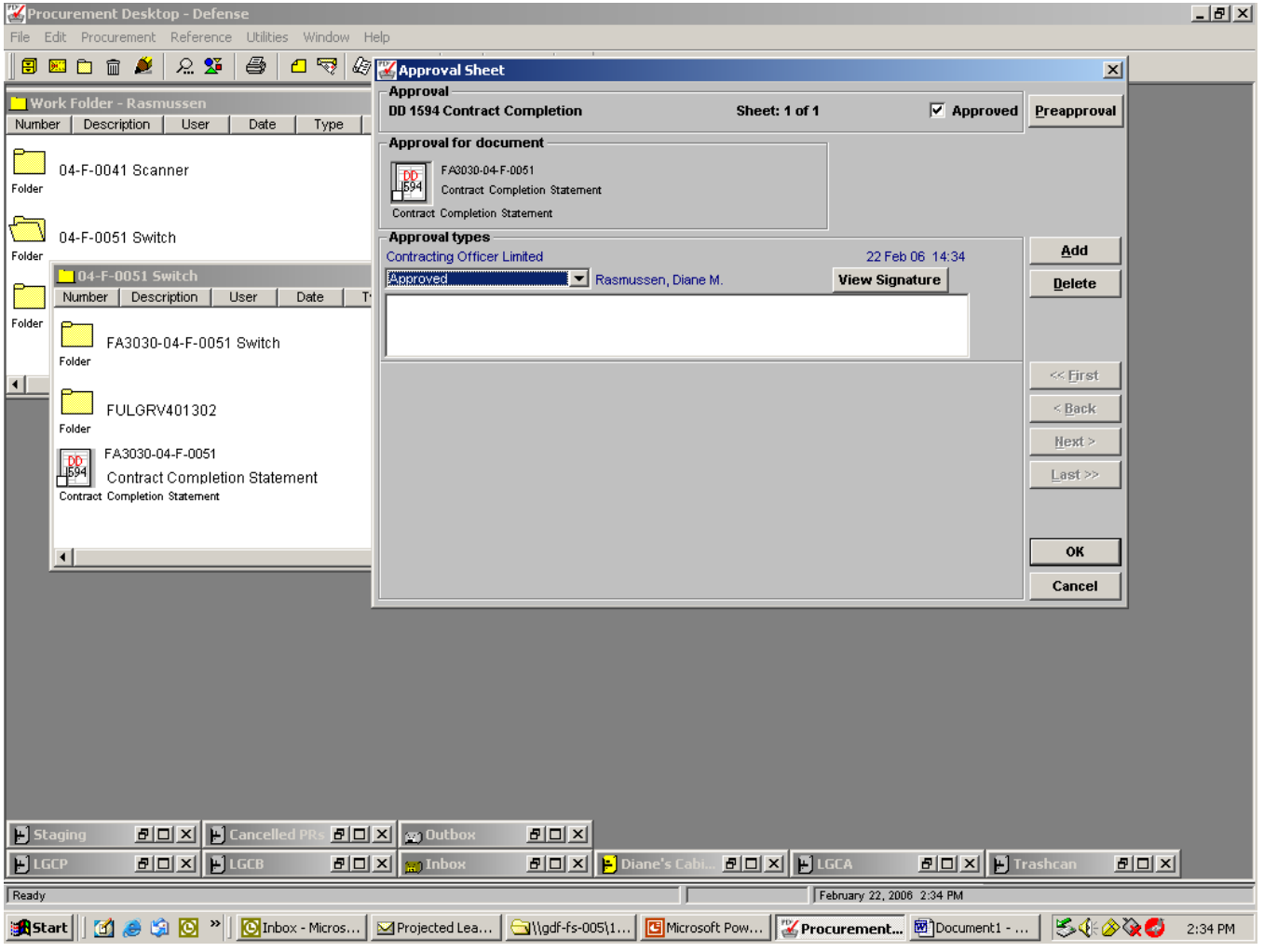

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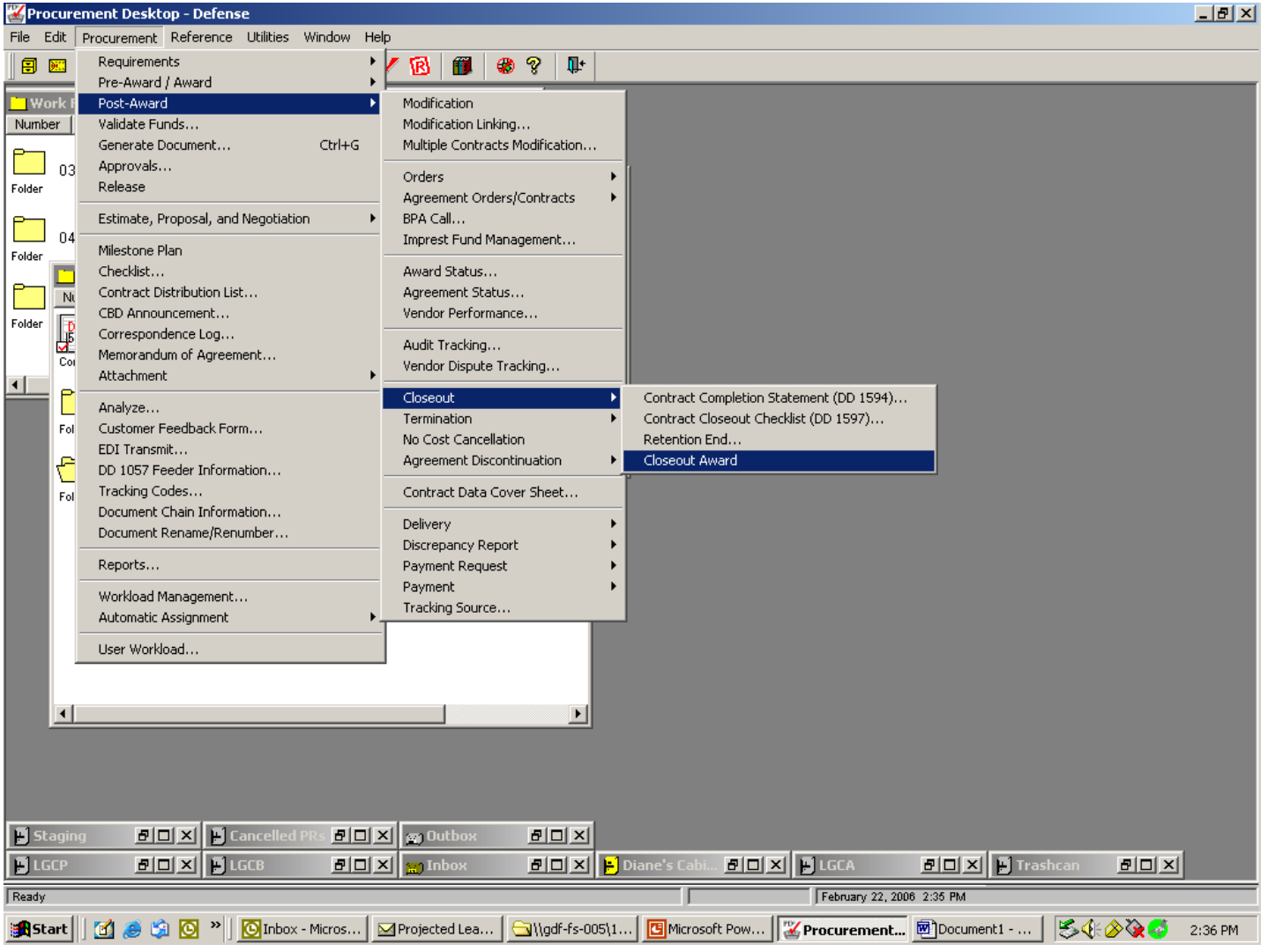

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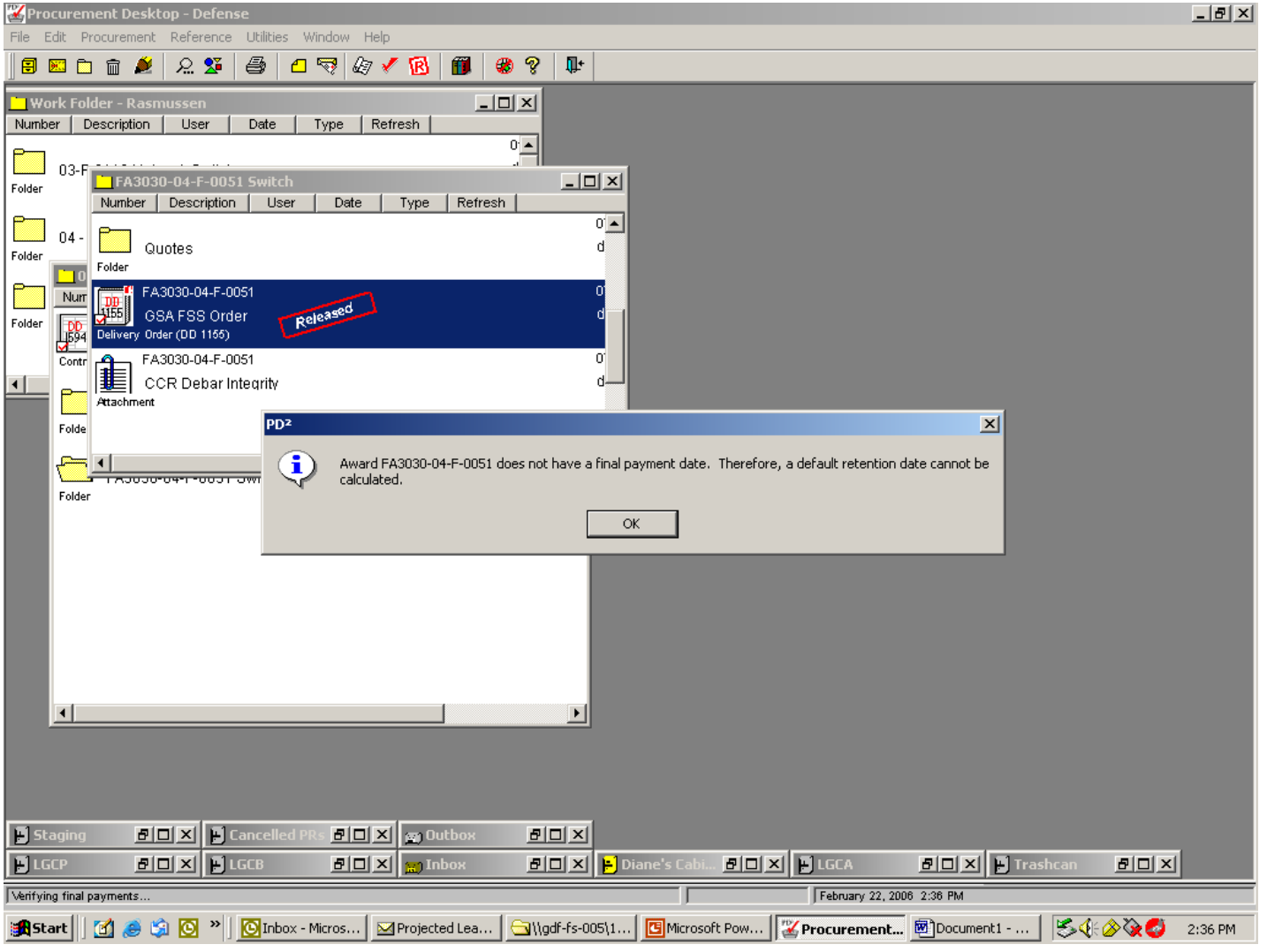

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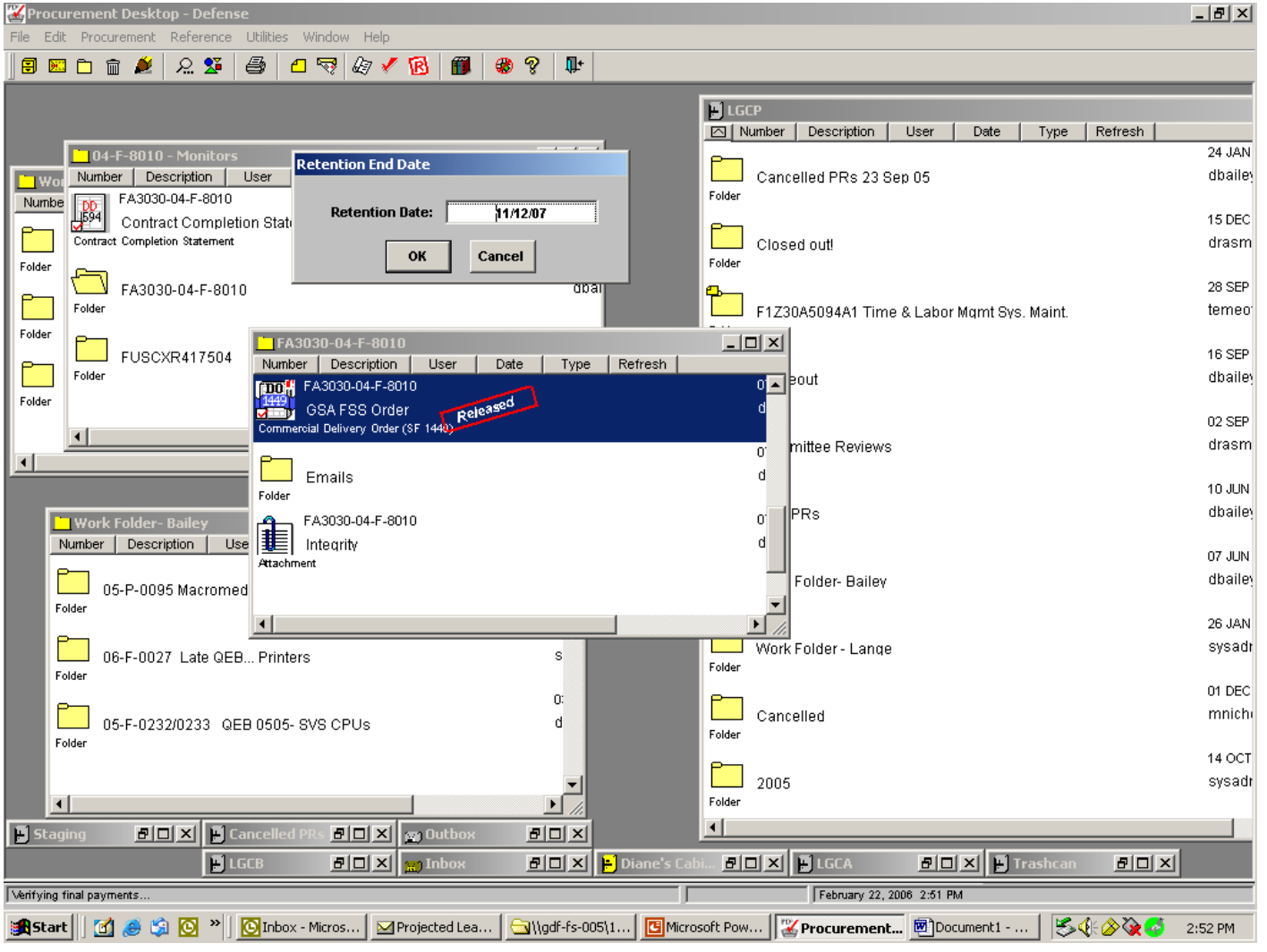

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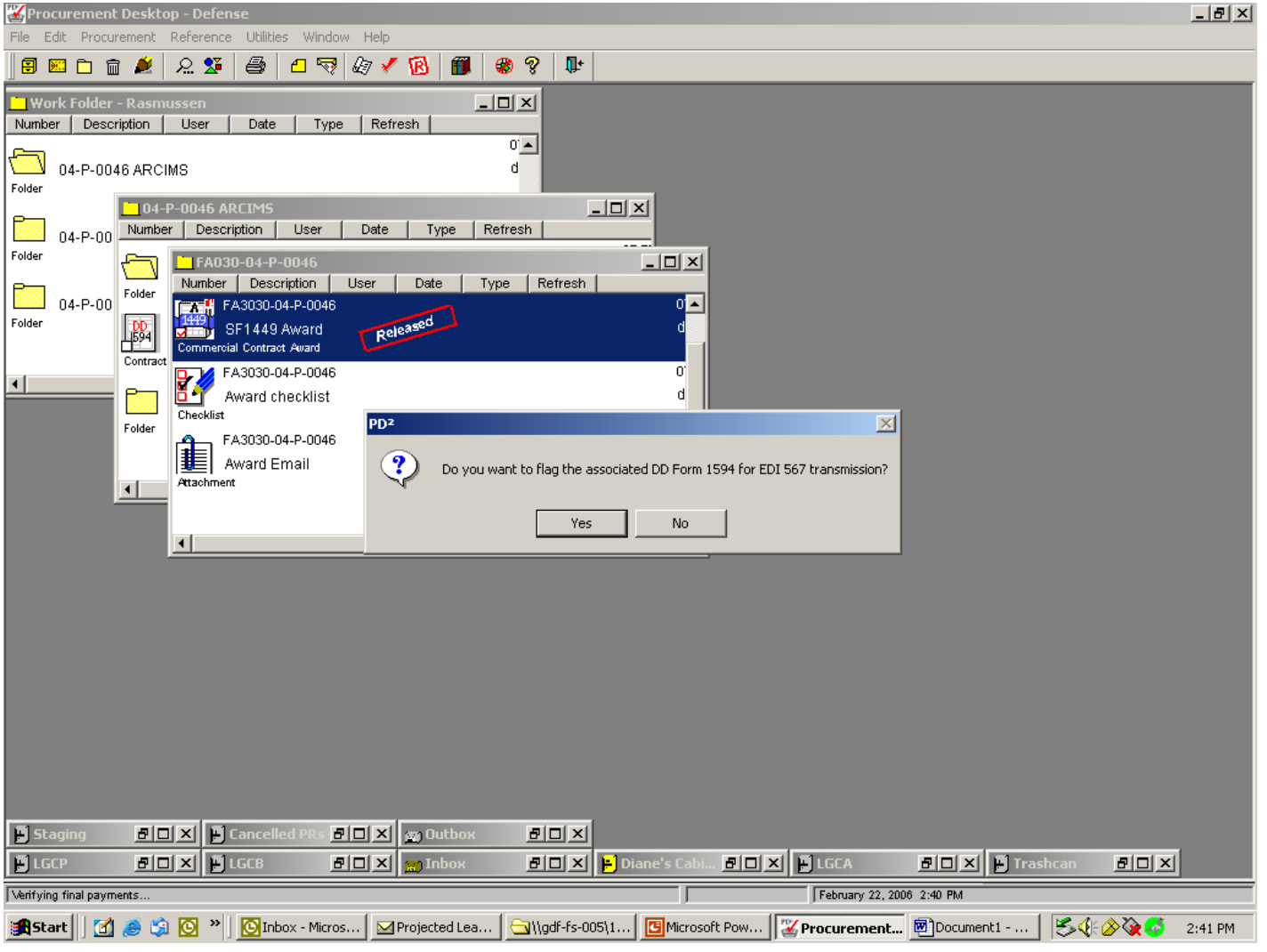

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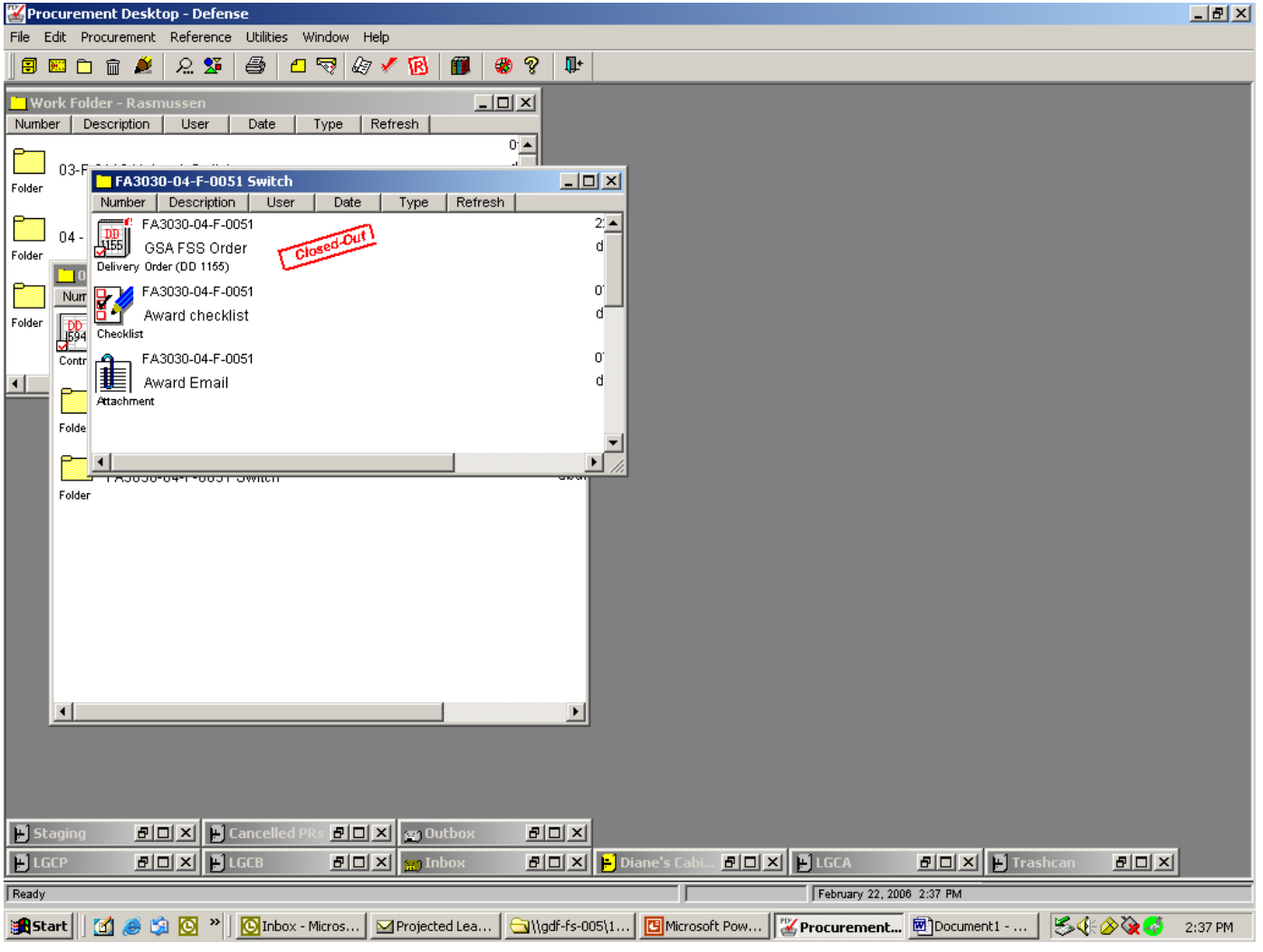

Contract Closeout

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QUESTIONS??

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